

## **WATER QUALITY DIRECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Water Quality Director exists is to manage the drinking water program, compliance laboratory and related functions in the Water Quality Division of the Water Resources Department in response to federal, state and local environmental regulations. This classification provides direct supervision over professional and technical laboratory and regulatory compliance staff. This position reports to the General Manager, Water Resources.

### **ESSENTIAL FUNCTIONS**

Independently oversees the management of the various technical and reporting needs on water quality issues to ensure regulatory compliance. Organizes and directs operations in Water Quality, including projects, policy interpretations, and administrative procedures.

Coordinates and directs the activities of the staff. Communicates goals, designs strategies and standards for evaluation, evaluates personal performance, reviews and follows up on complaints or disciplinary actions. Assists staff in resolving any difficult technical or procedural obstacles encountered during the research, development or administrative process.

Ensures that laboratory maintains required licenses and facility certifications. Determines compliance with prescribed operating and safety standards.

Develops and administers the drinking water compliance program as required by the Safe Drinking Water Act and the State of Arizona. This includes all scheduling, monitoring and analysis.

Administers all regulatory compliance issues for the Central Groundwater Treatment Facility (CGTF) Superfund site. This includes obligations outlined in the Amended Consent Decree, the Amended Record of Decision, and the Statement of Work. Works closely with the USEPA, ADEQ, Participating Companies and Citizens groups affected on issues affecting project.

Advises General Manager on regulatory issues that will affect long range planning as they pertain to the laboratory, drinking water and Superfund. Conducts long-range planning for staffing and equipment acquisition.

Directs research functions as necessary, including but not limited to the development of the analytical methods necessary for support of complex and varied treatment processes, public health, and environmental issues.

Directs the focus of the laboratory testing. Is responsible for setting the expectations of the staff for the quality of the laboratory testing; outlines the internal auditing requirements and the training and performance testing.

Supervises professional and technical staff responsible for all compliance testing as dictated by present and future regulations, including Drinking Water, Pretreatment and Superfund programs.

Reviews regulations, legislation, and permits for impact on drinking water system, wastewater system and laboratory operations and represents the City's interests at public meetings, hearings, and workshops.

Testifies at Environmental Protection Agency hearings.

Develops and recommends to management long-range programs and staffing needs for the City to enhance and expand its regulatory testing responsibilities.

Presents compliance and process testing program information to City Council, other jurisdictions, and the public.

Plans, coordinates, and directs compliance and process testing related studies and projects.

Serves as the department liaison to the Environmental Protection Agency, Arizona Department of Health Services and Arizona Department of Environmental Quality on compliance and process testing programs.

Plans and administers the water quality and laboratory budget.

Demonstrates an ability to communicate about and manage organizational changes.

Operational responsibility includes: planning, managing and ensuring environmental and regulatory compliance for the city's water quality division. Ensures all water quality programs from drinking water to aquifer protection are in compliance with federal, state, and county environmental regulations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Analytical, inorganic and physical chemistry; accepted quality assurance/quality control procedures used in environmental analysis; laboratory safety and approved chemical disposal practices; laboratory manipulative procedures, and scientific methods and procedures; drinking water, wastewater and superfund regulatory compliance requirements, and budget administration and cost analysis.

#### Ability to:

Direct and support staff performing a variety of duties at a variety of skills levels.  
Observe, review and check the work of staff members to ensure conformance to standards.  
Produce written documents with clearly organized thoughts.  
Prepare effective reports and performance evaluations.  
Prepare, justify and present an annual budget.  
Perceive and interpret customer needs and translate them into effective solutions and operational policy.  
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.  
Enter data or information into a terminal, PC or other keyboard device.  
Communicate effectively both verbally and in writing.  
Listen and communicate effectively with a diverse group of people.  
Prioritize own and others schedule and work tasks and complete work within specified time periods and deadlines.  
Personify leadership, promote shared responsibility and teamwork; and have a shared commitment to quality.

### **Education & Experience**

7-10 years of progressively responsible experience in a professional environmental laboratory, including extensive supervisory experience. A Bachelor's degree in Chemistry, Microbiology or related discipline is required. Possession of an advanced degree is preferred.

No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified